

Department of Public Works

Report for December

2017



Submitted by

Purnell Hall

December 2017 Public Works Activities

During the month of December, Public Works worked on the following activities:

1. Prepared the Town's snow equipment for upcoming snow events; in December the Public Works Crew were called out once to prepare the streets for a snow event and to plow Town streets.
2. The Public Works Crew completed their annual residential leaf vacuum service program in order to prepare their trucks and equipment for upcoming winter and snow events, (leaves will still be picked up in yard waste paper bags on Wednesdays with yard waste).
3. The Public Works Crew assisted the Code Enforcement Officer with removing debris in the 4700 block of Upshur Street.
4. Installed new door panels on trucks at Public Works.
5. Assisted Lt. Corsey with cleaning out the property room.
6. Installed a hot water supply line at the Public Works building to enable the Public Works Crew to wash off their trucks and the salt spreader during freezing temperatures.
7. Made sure the Town's cleaning service had the necessary supplies.
8. Coordinated with Cintas to inspect the Town's Fire Extinguishers.
9. The Public Works crew set-up the Council Chambers for several meetings and events to include:
 - a. The December Town Council Work Session and Council meeting.
 - b. The employee Christmas luncheon.
 - c. The Annual Yule Log Celebration, including setting up the Yule Log in the David C. Harrington Community Park



Snow Related Tips

- ❖ Residents the winter season has final began. Please keep in mind while it's snowing or after it stop slow down for the plow trucks so they can do their job safely.
- ❖ While shoveling sidewalks/ driveway, etc. use proper form/ bent handle snow shovel see below.

- ❖ Residents if you are clear snow from driveway or around your car please don't shovel the snow back in the roadway.



Events

1. Yule Log at the Town Hall

Building Maintenance:

1. Made sure all Fire extinguishers are in working order.
2. Conducted building inspections of the Town Hall, Code Enforcement building and the , Police Station

Ground Maintenance:

1. Picked up litter in the Pedestrian Tunnels along Annapolis Road.

Meetings Attended:

1. Department Head meetings
2. Work session/Council meeting